Uintah Basin Association of Governments
CDBG Application Rating Criteria and Guidelines
FY 2007-2008

Procedures

1.   The Uintah Basin Association of Governments (UBAOG) will provide assistance in completion of the pre-application. All applications for CDBG funds will be made and processed in accordance with Utah State and Federal Regulations.

2.   Applicants that do not attend the How to Apply Workshops will not be considered for funding. Pre-applications received after the deadline will not be considered for funding.

3.   All applications will be reviewed by the UBAOG staff using criteria approved by the Regional Review Committee (RRC). Staff will make recommendations to the RRC on each application. Applicants will present the applications to the RRC for final rating and ranking. Scores given by staff evaluation will be advisory only. Actual rating and ranking will be done by the RRC.

4.   Applications on behalf of sub-recipients (i.e., special service districts, non-profit organizations, etc.) are allowed. City and county sponsors will be responsible for sub-recipient's project viability and program compliance. They must maintain active oversight of the project and sub-recipient's performance. An inter-local agreement between the sub-recipient and the sponsoring city or county must accompany the application. This inter-local agreement must state the details of the coordination between the sponsor and the sub-recipient and how the sponsor will monitor the sub-recipient.

5.   All projects must be consistent with the region's Consolidated Plan. All projects applied for must be on the prioritized one-year capital improvement's list. Projects not on the one-year list will not be considered for funding.

6.   The minimum project size for CDBG funding is $30,000 as per state policy. Projects less than $30,000 will not be considered.

7.   As per state policy, grantees with open grants from previous years that have not yet spent 50 percent of their previous grant are ineligible to be rated and ranked with the exception of housing rehabilitation projects.

8.   Applicants must provide written documentation of the availability and status of any matching cash contributions for the project at the time the pre-application is submitted. Changes in funding after this time may result in a modified rating and ranking.

9. Previously allocated funds which become available again, or funds received in excess of those anticipated at the time of the rating and ranking will be allocated at the discretion of the RRC to the next highest ranking project, or to partially funded projects, or distributed by some other means as determined by the RRC.

10. Uintah Basin Association of Governments Housing, Planning, Administration and RLF Assistance

    a. Housing Program Delivery - $30,000
    b. Planning, Administration and RLF- $60,000

Evaluation

Evaluation by the UBAOG and the RRC members will be according to the following guidelines.

1. **Capacity to Carry-Out Grant:**   The grantee must have a history of successful grant administration in order to receive full credit in the category. First time grantees and grantees that have not had an application funded in the past six years will receive three points by default. Applicants with poor past performance must present a plan, at the time of application, showing how they will overcome past issues and will make this a successful application. Credit will be awarded on the basis of this plan. Information on the past performance will be provided by the State Community Development Department and distributed by the UBAOG prior to the RRC rating and ranking meeting.

2. **Project Maturity:**   Credit will be given to projects that have received sufficient planning, professional work, and cost estimates to provide evidence that it will be completed within the 18 month limits given in CDBG guidelines.

3. **Job Creation:**   Credit will be given for projects that create or retain jobs for the region. The more jobs that are created or retained, the more points are awarded. These must be permanent full or part time jobs that will be retained after completion of the project.

4. **Housing:**   15 points are awarded to any housing project.

5. **Housing Units:**   New housing or rehabilitation of existing housing will receive points based on the units being improved. The number of new units must be provided by the applicant at the time of application.

6. **Health and Safety:** Projects that address a threat to public health, safety or the ability to provide basic services or infrastructure to an area or serve a need will receive five points. These projects must be presented as a health or safety issue at the time of application.

7. **LMI Population:** Points will be given based on a percentage of population that is considered Low-Moderate Income (LMI) based on information provided by the most current census data (Pre-Approved List). If a community is not on the Pre-Approved List or is not targeting a specific LMI group, a household survey must be conducted to determine LMI status.

8. **Targeted LMI Population:** If a project targets a group that all of the clients that will be served are considered to be 100% LMI. Proof that all client that are going to be served must be presented at the time of pre-applications.

9. **Financial Commitment-Local Funds:** If local sources such as the town or county have contributed a **cash match** to the project, points will be awarded based upon the amount contributed. Points will be awarded on a per capita basis. For example, if a town of 500 contributes $10,000 to the project, the funds will be divided by the population. In this example, $10,000 would be divided by 500 to get a per capita of $200 per person contributed. Points are awarded on that per capita contribution. Proof of the additional funding sources must be present with the pre-application.

10. **Financial Commitment-Outside Funds:** If funds are contributed from an outside source, points will be awarded based on the amount of funds contributed. If more than $50,000 is contributed, full points will be awarded. $25,000 to $49,999 contributed will receive three points. $10,000 to $24,999 will receive two points. And $500 to $9,999 will receive one point.

11. **Consolidated Plan-Capital Improvements List:** Projects must be listed in the Regional Consolidate Plan's One-Year Capital Improvements List to be considered for funding. Projects listed on the one year plan will be awarded four points.

12. **Consolidated Plan:** Each entity is required to submit information for the annual update of the Regional Consolidated Plan. Those entities that have submitted their information, in a timely manner, to the UBAOG to complete that update will be awarded full points.

13. **Property Tax:** The communities that maintain a higher tax burden, as compared to the state tax ceiling set by state law, are already finding ways to meet the community's needs. These entities will be given points for setting higher tax burdens to help their communities. The higher the percentage of property tax as compared to the state ceiling, the more points are awarded.

14. **Area Served by Project:** Points are given based on the area served by the project. If a project will benefit more that one county, it will receive four points. If a project will benefit one county or one city, it will receive two points.